

Directions for Completing the Application

1. **Section 1 Reason for Application** – Check the box that pertains to why you are filling out the application. Carefully review these descriptions to select which is the appropriate box to check:

- a. Operator Certification Exams and Fees Grade 1 – applicants *must* meet one (1) of the following criteria to apply for the Grade I Exam.

- ✓ A high school diploma.
- ✓ A GED.
- ✓ For distribution one year as an operator of a facility that required an understanding of a piping system that included pumps, valves, and storage tanks. For treatment one year as an operator of a facility that required an understanding of chemical feeds, hydraulic systems or pumps.
- ✓ Successful completion of the “Basic Small Water System” course provided by the department.

- b. Operator Certification Exam Fees Grades 2 or 3 – applicants *must* meet one (1) of the above criteria (see Section a above) to apply for the Grade 2 or 3 exams.

In addition to meeting one of the above criteria applicants are required to complete one course of 36 hours or more of specialized training for Grade 2 or two courses of 36 hours or more for Grade 3. Once the 36-hour course(s) have been completed applicants may apply for the Grades 2 or 3 exams.

- c. Operator Certification Fees Grades 2 or 3 – applicants who have already completed the Grades 2 or 3 exams, but need to apply for certification will select this option.
- d. Eligible Specialized Training Grades 2 or 3 – applicants who plan to apply for the Grades 2 or 3 exams and fee, but have not yet met the qualifications for specialized training will select this option.
- e. Continuing Education Grades 1, 2 or 3 – applicants who wish to renew their certification will be required to complete continuing education contact hours. The number of hours increases with the level of certification. For a list of courses refer to our website www.cps.ca.gov/tlc/sws.

Grade T1 and D1 = **12** hours
Grade T2 and D2 = **16** hours
Grade T3 and D3 = **24** hours

- f. Certification Renewal Costs Grades 1, 2 or 3 – applicants applying for certification renewal will select this option.

2. **Section 2 Personal History** – Fill in your personal history (name, address, social security number, etc.). Be sure to mark your operator number if you are currently certified as an operator in California, as this will be verified.

3. **Section 3 Position Related Employment** – Please answer the questions relating to your employment. You are required to provide this information and it will be verified. If you are currently the manager of a water facility select ‘yes’ when it asks. If you are not currently the manager of a water system, you are required to provide us with the manager’s contact information on the application. This information will be verified.

4. **Section 4 Education** – Complete the education information. If you do not have a high school diploma or a GED, you will need to have at least one (1) year as an operator of a facility. Be sure you included this operator experience information in Section 3.

5. **Section 5 Specialized Training** – Read this carefully and check the box in the shaded gray area if you meet the necessary criteria.

6. **Section 6 Specialized Training Coursework** – Fill in the course information for courses that you have taken as specialized training. One course totaling 36 hours is required for Grade 2 exams and 2 courses (36 hours each) are required for Grade 3 exams. All coursework will be verified.
7. **Section 7 Examination Information** – In the first box write the number of the exam grade that you are applying for (i.e. D1 or T1). Fill in the appropriate exam fee. Refer to the fee table provided with this packet or visit the DHS website, www.dhs.ca.gov. If you select 'yes' to either of the first two questions asked, be sure to attach the required letter pertaining to each question.
8. **Section 8 Continuing Education** – This section is for certification renewals only. Read the information carefully and check the box in the shaded area if you have met the necessary criteria.
9. **Section 9 Continuing Education Coursework** – Provide us with the course information for courses taken for the continuing education requirements of certification. Coursework will be verified.
10. **Section 10 Signature of Applicant** – Sign to verify that all of the information provided in this application is correct and true. Please read this section carefully before you sign.
11. **Mail this application** with an original signature (in ink) to CPS at CPS Human Resource Services, SWS ERG, 241 Lathrop Way, Sacramento, CA 95815. Please remember to include any applicable testing fees. **Make all checks payable to DHS-OCP.** Upon receipt of your application CPS will forward your test registration and fees to DHS, if applicable.